United Nations ST/IC/2004/52

Secretariat

3 November 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for accounting assistants (2004)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for accounting assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4.

2. The written part of the examination is scheduled to be held in New York in December 2004. Staff members will be advised of the precise date and location.

3. The minimum eligibility requirements for staff members are as follows:

(a) High school or equivalent diploma; and

(b) Additional qualifications, such as a degree, certificate(s), coursework or training in accounting or finance, or progressively responsible experience in accounting or finance.

4. In addition to the minimum eligibility requirements stated above, staff members who sat for a previous accounting clerk/assistant examination must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting assistants more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 2005.

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6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed. Candidates who have not already passed the clerical test will be required to take it prior to the written examination for accounting assistants. Candidates who do not obtain a passing grade on the clerical test will be disqualified.

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be placed on a reserve roster of qualified candidates.

8. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting assistants at United Nations Headquarters in New York will be filled. Candidates placed on the roster may be selected depending on the needs of the United Nations and the availability of posts. Internal candidates placed on the roster will receive an offer for an accounting assistant position prior to the selection of candidates from the next examination.

9. External candidates who are placed on the roster may only be appointed subject to the restrictions and limitations that have been put into place to implement the suspension of recruitment of external candidates for General Service positions, introduced by the General Assembly in resolution 58/270 of 23 December 2003.

10. Successful candidates selected to fill vacancies will be assigned as accounting assistants for a trial period. The trial period will normally be one year, but it may be extended as necessary. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to a post at their level.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and of the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for accounting assistants, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017. Applications may also be sent by fax: 212-963-7989 or by e-mail to: accounting-exam-2004@un.org. The deadline for submission of applications is **15 November 2004**. Written proof of educational qualifications obtained or experience must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Annex

Application for the 2004 competitive examination for accounting assistants

Please type or print legibly.

Last name (family name)

First name

Nationality

Sex: F M Index No. Category Present level

Type of appointment Fixed-term Probationary Permanent

Expiration or review date Day Month Year

Date of birth Day Month Year

Date of entry in United Nations Secretariat Day Month Year

Have you taken this examination before? **NO** **YES** **If yes:**

In 19 In 19 In 19 In 20

Main language (Mother tongue)

Have you passed the clerical test? **NO** **YES**

Duty station _____

Department/Office _____

(write in full)

E-mail address _____

Room No. _____ Telephone No. _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to the present application. Describe your educational background and work experience (giving dates and duration) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date _____ Signature _____